

State of Vermont Workforce Planning Toolkit

Competency Gap Assessment Form

Filled in is an example from the VT Statewide Core Competencies. Replace or add from your organization's competencies. If you do not have competencies for your positions, see the document, "Creating Competencies."

Competency Area	Competency &/or measureable	Current Need (identify positions)	Is Need Met?	Future Need (identify positions)	Gap
Area IV: Proactive Business Practices	A. Demonstrate flexibility and ability to seek clarification when direction is unclear.				